



## City of Saint Charles Employment Opportunities

<b>Job Title</b>	Human Resources Director
<b>Department</b>	Human Resources
<b>Posting Date</b>	January 25, 2010
<b>Closing Date for Resumes/Applications</b>	When filled
<b>Grade Level &amp; Starting Pay</b>	Director Level - \$81,213 per year
<b>Exempt/Non-exempt</b>	Exempt
<b>Status</b>	Full time

The City of Saint Charles is recruiting for a full time Human Resources Director to develop, implement, maintain, revise, interpret and administer human resources policies and procedures, labor relations programs, position classification and pay plans, recruitment and selection, group benefit programs and safety, training and risk management programs; to provide highly responsible and complex administrative support to the Mayor.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, implements, interprets, revises and monitors the enforcement of human resources policies and procedures; maintains the personnel policy and procedure manual covering personnel records, employee recruitment, selection, placement, utilization, evaluation, works rules, wages, salary and benefit administration, etc.
- Consults with employees, department directors, Director of Administration, Mayor and others to obtain information and ensure that human resources programs meet the needs of the City of Saint Charles.
- Informs employees of personnel policies and procedures; interprets policies and procedures for employees, supervisors and others to ensure that they are applied in a consistent manner; enforces policies and procedures to ensure consistent and objective application; administers and recommends corrective discipline as required.
- Oversees and supervises the City employee labor relations program; develops and implements policies and procedures to inform supervisors and represented employees of their responsibilities. Researches and develops labor cost estimates, conducts salary and benefit surveys; participates in labor contract negotiations as a member of City Management Negotiations Team; represents the City during fact finding and court proceedings; responds to grievances in accordance with requirements.
- Administers and reviews the City staffing program; develops and implements recruitment plans; develops and administers valid and legal selection procedures including tests, interviews, etc. to select the best qualified individual for a vacant position; makes hiring recommendations to operating departments and the Mayor.
- Administers City position classification and pay plans; develops and recommends to the Mayor pay plans covering management and non-represented personnel utilizing salary survey techniques and economic adjustment factors to establish salary ranges that are externally competitive; recommends rules governing the operation of the pay plan.
- Administers various human resources programs including affirmative action, safety, employee training, worker's compensation, etc.
- Develops, recommends, implements, interprets and administers health insurance and other group benefits programs.
- Develops annual operating budget request for the Human Resources Department in accordance with City guidelines; administers approved Departmental budget requests.
- Supervises and directs the activities of Human Resources staff; assigns, directs and reviews work to Department staff; establishes performance objectives and standards for staff; trains, orients, evaluates and manages staff in accordance with adopted personnel policies and procedures. Coordinates Department activities with those of other departments and outside agencies and organizations.
- Maintains and supervises appropriate manual and computer records in accordance with State statutes. Directs/assigns projects and analyzes, prepares project and routine reports to Mayor and/or City Council. Makes presentations before City Council and other Boards, Commissions and Community Organizations.
- Acts as a member of the City's management team providing input on policy, program and operation decisions.
- Other duties as required by the Mayor and/or Director of Administration

### **Minimum Training and Experience Required**

Bachelor's degree in Human Resources Management, Business Administration, Public Administration or a related field, and seven years of responsible human resources management experience. Master's preferred. Minimum of three years labor relations experience. Experience in municipal government preferred. SPHR certification preferred. Proficient use of Microsoft Word, Excel and PowerPoint required.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Drafts variety of memos, reports, correspondence to City Staff.

Organizes meetings as required.

Directs the planning of Annual Recognition Program/Banquet.

Completes background and reference checks.

Prepares employment advertisements and internal postings.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to modify existing policies, strategies and/or methods to meet unusual conditions with the context of existing management principles. Ability to analyze and categorize data and information in order to define consequences and to consider and select alternatives.

Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution.

Ability to negotiate and engage in formal bargaining or litigation within the content of legal guidelines. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers. Ability to develop materials and to teach others.

#### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

Ability to use functional reasoning in performing synthesis and influence functions such as leading, directing, teaching, supervising and managing.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

#### **Physical Requirements**

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to irate individuals and intimidation may cause discomfort and poses little risk of injury.

### **Contact Information**

Interested applicants should forward a resume or application with salary history to:

The City of St. Charles, Human Resources Department, 200 North Second Street, St. Charles, MO 63301. Fax 636-940-4606. Email [HR@stcharlescitymo.gov](mailto:HR@stcharlescitymo.gov). Additional information and applications can be found on the careers tab of our website [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov). No phone calls please.

St. Charles is an Equal Employment Opportunity Employer and participates in E-Verify.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer